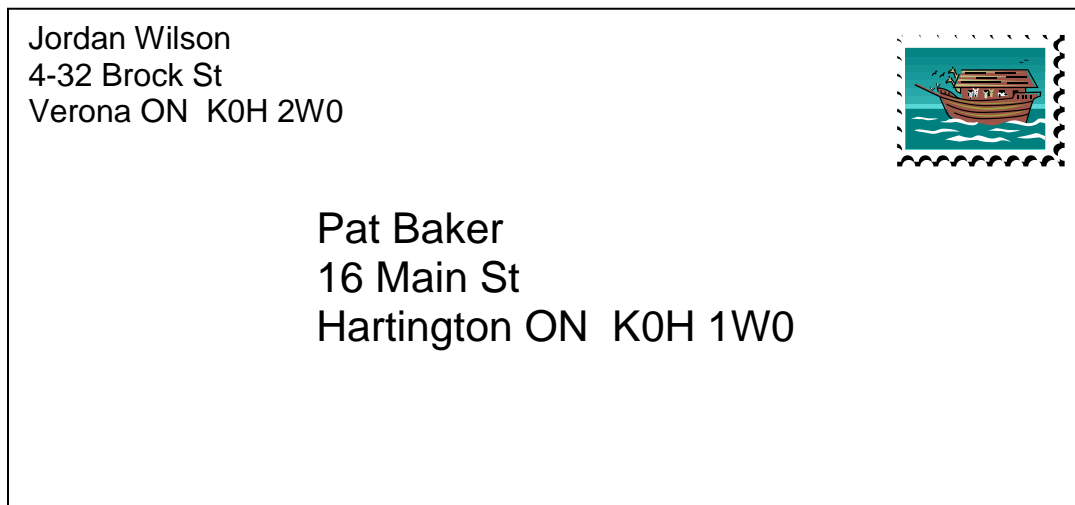


## Addressing an Envelope



Notice these things:

- ◆ The name and address of the person sending the letter is in the top left corner.
- ◆ The name and address of the person who will receive the letter is in the centre of the envelope.
- ◆ The house number and street name are on the second line and *4-32* means *apartment 4 at house number 32*.
- ◆ On the third line is the town (or city or village) followed by ON, which is the correct abbreviation for Ontario. Each Canadian province or territory and each US state has a 2-letter abbreviation, written in capital letters.
- ◆ Following the town and province, on the same line, leave two spaces then write the postal code. Canadian postal codes are always letternumberletter (space) numberletternumber. So although we may say the above postal code as *kay-oh-aiche*, it is actually *kay-zero-aiche*. This may not matter when you are writing by hand, but it makes a difference when you type, especially if you are entering a postal code in an online form.

0000000    These are zeros.  
 ooooooo    These are small letter ohs.  
 OOOOO    These are capital letter ohs.

***See the difference?***

